



MID ATLANTIC
ARTS FOUNDATION



***D.C. COMMISSION ON THE ARTS AND HUMANITIES
AND
MID ATLANTIC ARTS FOUNDATION***

D.C. ARTS PRESENTERS INITIATIVE

Request for Proposals

Thank you for your interest in the *D.C. Arts Presenters Initiative*. **Mid Atlantic Arts Foundation** has enlisted the assistance of the **D.C. Commission on the Arts and Humanities** to coordinate and manage a special initiative to support the presentation of touring performing artists at venues within the District of Columbia. Organizations that meet the eligibility criteria are invited to apply for one-time funding support to help defray costs related to the presentation of touring performing artists. Proposed artists must be non-D.C. based but located in the mid-Atlantic region (DE, MD, NJ, NY, PA, VA, and WV). Proposals must demonstrate a commitment to presenting the performing arts and the ongoing development of District of Columbia's cultural landscape.

Application Deadline

To apply, detach and complete the enclosed application and submit all required materials to: **Josè Dominguez, D.C. Commission on the Arts and Humanities, 410 Eighth Street, N.W., Fifth Floor, Washington, D.C. 20004**. All materials must be received in the Commission Office by **Friday, May 19, 2006 at 5:30 p.m.** No materials will be accepted after May 20. The signed original and five copies of all materials are required. This application must be typed.

Eligibility

Organizations must meet the following criteria:

1. Principal place of business located in the **District of Columbia**;
2. Legally incorporated as a **non-profit artistic entity**, as a cultural entity or as a community-based organization involved in the presentation of performing artists;
3. Must be currently in good standing and have Federal (IRS) and D.C. tax exempt status **at least one year prior** to the application deadline; and
4. Priority will be given to organizations with an annual budget less than **\$500,000**.

We will not fund:

- programs or events in which the touring artist is not the primary focus of the performance;
- general operating expenses, colleges, universities, service organizations and D.C. Public and Charter Schools or other government agencies;
- fundraising events;
- programs or events that are commercial in nature or in which the arts are not the primary focus (e.g., sidewalk sales, food festivals, fireworks displays, etc.); or
- home-season engagements

Evaluation Criteria

Projects will be reviewed based on the following criteria:

1. Artistic merit;
2. Organizational capacity to present performing artists
3. Quality of the proposed project
4. Feasibility and readiness

Grant Amounts

Grant amounts are available for up to 50% of the artist fee plus other cash costs associated with the engagement of a touring artist. Applicants may apply for up to \$1,000 per project, for a maximum of three projects. **Applicants must submit a separate application for each project.** A project is defined as the presentation of a touring artist or ensemble from the mid-Atlantic region but outside of Washington, DC for a single engagement. A series of performances by different artists or groups does not constitute a project. It is expected that applicants will provide funds to cover the balance of the project costs as a match for the grant.

Notification

All applicants will be notified in writing by June 20, 2006. Telephone calls are strongly discouraged. Funding awarded for FY 2006 must be spent between July 1, 2006 and June 30, 2007. A final report will be due 30 days after the conclusion of the project.

APPLICATION DEADLINE: Friday, May 19, 2006 at 5:30 p.m.

SUBMIT: ONE ORIGINAL PACKET (the signed application form and its attachments) and 5 copies, collated, binder clipped or stapled.

2006/07 DC Arts Presenters Initiative – Application Form

- Late, incomplete and/or facsimile (FAX) transmissions will not be accepted.
- Application must be typed. Handwritten applications will not be accepted.

Applicant Information

Legal Name of Presenting Organization _____
Alternate Name (if applicable) _____
Mailing Address of Presenting Organization _____
City _____ State _____ ZipCode _____
Contact Person Name _____
Telephone _____ Fax _____
E-mail _____ Web Site _____
Congressional District Number _____
Year Incorporated _____ Federal Employer ID Number _____

Project Summary

Name of Artist/Company _____
Management/Booking Representative _____
Artist/Company Address _____
City _____ State _____ ZipCode _____
Project Start Date _____ Project End Date _____ Number of Days _____
Number of Public Performances _____ Number of Residency Activities _____
30 Word Summary of Project _____

Budget Summary

List your organization's operating budget. If part of a larger organization, college or university, list the appropriate departmental or total public arts programming budget only.

Last Fiscal Year (Actual)	Current Fiscal Year (Projected)	Next Fiscal Year (Projected)
Income _____	_____	_____
Expenses _____	_____	_____
Total Artists Fees _____	_____	_____
Grant amount requested on this application _____	_____	_____

Certification

I certify that this organization meets all eligibility requirements and that all information contained in this application is accurate or represents a reasonable estimate of future operations based on data available at the time of application. By signing this application, I certify that I have been duly authorized by the governing body of the applicant and have the authority to execute this application on behalf of the applicant. Further, that neither this organization nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in Mid Atlantic Arts Foundation's programs by any federal department or agency, nor is delinquent in the repayment of any federal debt.

Typed Name and Title of Authorized Official _____
Signature * _____ Date _____

* Must be original ink signature – please sign in blue ink.

Project Budget

This page should outline your estimated expenses and revenue for this artist engagement. Please round numbers to the nearest dollar. Indicate any pro-rated figures with an asterisk.

Organization Name _____

Artist Name _____

Estimated Cash Expenses

1. Artist/Company Fees _____

2. Artist Travel, Lodging & Per Diem _____
(if not included on line 1)

3. Technical Personnel _____

4. Other Personnel _____

5. Marketing/Publicity _____

6. Space rental _____

7. Equipment Rental _____

8. Other Cash Expenses (please list) _____

9. Total Expenses _____
(sum of lines 1-8)

Estimated Cash Revenue

11. Ticket sales (performances) _____

12. Admissions (other activities) _____

13. Other Earned Income (please specify) _____

14. Individual Contributions _____

15. Grants _____
(Government, Foundation, Corporate)

16. Applicant Cash _____

17. Subtotal Cash Revenue _____
(sum of lines 11-16)

18. MAAF Grant Request _____

19. Total Cash Revenue _____
(sum of lines 17 and 18)

Use the space provided below to describe the source(s) and amount(s) of any in-kind contributions (donated goods or services) specifically related to this project.

Submission Requirements

NOTE: Applicants may apply for up to two projects. Each project must have a separate application.

1. One page narrative including:
 - a) mission statement of the organization.
 - b) brief history and description of current programs and activities, especially presenting activity.
 - c) examples of the applicant's service to the community, particularly the underserved members of that community.
2. One page description of proposed project detailing:
 - a) information about the proposed touring artist, including state of residence and performance credentials
 - b) the schedule of the proposed project, including a public performance and outreach activity, with specific dates of the engagements.
 - c) explanation of how the proposed project reaches underserved communities and relates to applicant's ongoing programs and organizational efforts.
3. Resume(s) of key personnel involved. Up to two pages per resumé.
4. One page budget narrative explaining line items in project budget.
5. A work sample demonstrating recent examples of the proposed artist's work along with the artist's promotional materials.
6. Additional printed support material not to exceed six items. This material should include brochures of previous presentations, reviews, programs and letters of support from schools, social service agencies and any other community groups the presenter plans to work with as part of outreach activities.
7. One copy of IRS Letter of Determination and D.C. Tax Exempt Certificate.

Grantee Information

Information requested on the rest of this page is for statistical purposes only and will have no bearing on grant-making decisions.

To answer this section of questions, please consult the attached “**National Data Standard**” sheet for code definitions.

National Data Standard Enter the appropriate numerical codes as they apply to your organization or project as specified.

Project Descriptors Check off one or more of the following “descriptors” if it applies to a significant portion of the proposed activities. Leave lines blank if none apply.

Organization Status _____
 Organization Institution _____
 Organization Discipline _____
 Project Discipline _____

Accessibility _____
 International _____
 Presenting/Touring _____
 Technology _____
 Youth at Risk _____

Racial Characteristics Using the chart below, **check the ONE box that best represents 50% or more of the racial make-up** of your organization’s staff, board, general programs and audience.

	Staff	Board	Audience	General Programs
Asian				
Black/African American				
American Indian/Alaska Native				
Hispanic/Latino				
Native American/Pacific				
White				
No Single Group				

Certification and Statement of Assurances

The application must be duly authorized by the governing body of the applicant. The undersigned further certifies that he/she has authority to execute this application on behalf of the applicant. Unsigned applications will be considered incomplete.

Assurance of Compliance

By signing the application the applicant agrees to comply with the following statutes:

- Title VI of the Civil Rights Act of 1964 as amended
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990 (ADA)
- The Age Discrimination Act of 1975
- The Drug-Free Workplace regulations of the National Endowment for the Arts pursuant to these statutes
- Title VI, Section 504, the Age Discrimination Act
- Title IX and ADA which prohibit discrimination on the basis of race, color, national origin, disability, age or sex in any program or activity receiving Federal financial assistance
- The Native American Graves Protection and Repatriation Act of 1990
- The National Environmental Policy Act, if applicable
- The National Historic Preservation Act, if applicable
- The applicant must also comply with Title 29 CFR, Part 505 of the Department of Labor entitled "Labor Standards on Projects or Productions assisted by Grants from the National Endowment for the Arts,;" and with the following statutes regulating lobbying with appropriated monies: Title 18 U.S.C. Sec. 1913, Sec 319 of Public Law 101 – 121 Certification regarding lobbying, etc., and OMB Circular A-122.

I certify that this organization meets all eligibility requirements and that all information contained in this application and its attachments is accurate or represents a reasonable estimate of future operations based on data available at the time of application. By signing this application, I certify that neither this organization nor any of its principles is presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in Mid Atlantic Arts Foundation's programs by any federal or state department or agency, nor is delinquent in the repayment of any federal debt.

Signature

Date

Typed or Printed Name and Title

National Data Standard Reference Page

Status

Which category best describes your organization's legal status?

- 02 Organization-Nonprofit
- 04 Government-Federal
- 05 Government-State
- 06 Government-Regional
- 07 Government-County
- 08 Government-Municipal
- 99 None of the above

Institution

Which category best describes your organization?

- 03 Performing Group
- 04 Perf Group-College/Univ
- 05 Perf Group-Community
- 06 Perf Group for Youth
- 07 Performance Facility
- 08 Museum-Art
- 09 Museum-Other
- 10 Gallery/Exhibit Space
- 11 Cinema
- 12 Small Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Org.
- 18 Union/Professional Org.
- 25 School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council/Agency
- 30 Foundation
- 31 Corporation/Business
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Senior Citizens' Center
- 37 Parks and Recreation
- 38 Government-Executive
- 39 Government-Judicial
- 40 Government-Legislative House
- 41 Government-Legislative Senate
- 42 Media-Periodical
- 43 Media-Daily Newspaper
- 44 Media-Weekly Newspaper
- 45 Media-Radio
- 46 Media-Television
- 47 Cultural Series Org.
- 99 None of the above

Discipline

Select the discipline that best describes the primary area of work as applies to the applicant and/or project.

- 01 Dance
 - A Ballet
 - B Ethnic/Jazz/Folk-Inspired
 - C Modern
- 02 Music
 - A Band-not Jazz/Pop
 - B Chamber
 - C Choral
 - D New/Experimental/Electronic
 - E Ethnic/Folk Inspired
 - F Jazz
 - G Popular-includes Rock
 - H Solo/Recital
 - I Orchestral/Symphonic
- 03 Opera/Music Theatre
 - A Opera
 - B Musical Theatre
- 04 Theatre
 - A General/Classical/Contemporary
 - B Mime
 - D Puppet Theatre
 - E Avant garde
- 05 Visual Arts
 - A Experimental/Conceptual New Media/New Approaches
 - B Graphics/Printmaking Book Arts-not Graphic Design
 - D Painting-includes Watercolor
 - F Sculpture
- 06 Design Arts
 - A Architecture
 - B Fashion
 - C Graphic
 - D Industrial
 - E Interior
 - F Landscape Architecture
 - G Urban/Metropolitan
- 07 Crafts
 - A Clay
 - B Fiber
 - C Glass-includes Neon
 - E Metal
 - F Paper
 - G Plastic/plexiglass
 - H Wood
 - I Mixed Media
- 08 Photography-Holography

Discipline continued

- 09 Media Arts
 - A Film
 - B Audio-Radio, Sound Installations
 - C Video
 - D Technology/Experimental: Include work created using computer for other digital or experimental media as the primary expressive vehicle
- 10 Literature
 - A Fiction
 - B Non-fiction
 - C Playwriting
 - D Poetry
- 11 Interdisciplinary: Pertaining to art forms/works that integrate more than one discipline to form a single work. Includes performance art.
- 12 Folklife/Traditional Arts: Pertaining to oral, customary, material & performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups.
 - A Folk/Traditional Dance
 - B Folk/Traditional Music
 - C Folk/Traditional Crafts/Visual Arts
 - D Oral Traditions (include storytelling)
- 13 Humanities
- 14 Multi-disciplinary: Pertaining to two or more of the art disciplines above
 - A Exclusively Performing Arts
 - B Exclusively Visual Arts